

**CANDIDATE BRIEFING PACK**

**FACULTY & SCHOOL/REP ROLES**



# CANDIDATE BRIEFING PACK

# LEADERSHIP ELECTIONS

## Key Dates



### NOMINATIONS OPEN

Mon 29th January 2024 (9am)

### NOMINATIONS CLOSE

Friday 9th February 2024 (4pm)

### NOMINATIONS INFO SESSION (online)

Wednesday 31st January 2024 (2pm)

Tuesday 6th February 2024 (10:30am)

Thursday 8th Feb 2024 (7pm)

Click [here](#) to sign up for info sessions!

### CANDIDATES' INFO SESSION

Reps Session - 13th February 2024 (12pm)

### CAMPAIGNING BEGINS

Friday 23rd February 2024 (6pm)

### VOTING

Opens: Tuesday 5th March 2024 (9am)

Closes: Thursday 7th March 2024 (4pm)

### RESULTS PARTY

Thursday 7th March 2024 (8pm)

CQ Social, Belfast Campus (live results streamed)

Helping you develop a manifesto & providing an introduction to campaigning.



NOMINATE

CAMPAIGN

VOTE

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# Section One

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## INTRODUCTION

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UUSU is membership led. Our Academic Reps are elected from over 26,000+ students across Ulster University courses and programmes. School/ Department and Faculty Reps volunteer their time to ensure the collective student voice is represented formally and informally at a higher level.

There are currently 32 School and 4 Faculty positions available, An overview of each role is included in this candidate pack. If elected, you will be offered training and development opportunities throughout your time in post. You will also have an assigned academic staff lead who, along with the UUSU student officer Student Voice teams will provide all the wrap-around guidance and support you'll need.

## Leadership Roles

### FACULTY REPRESENTATIVES

**Represent the student voice within your Faculty at the appropriate level. Enhancing the student academic experience by ensuring student opinion is relevant and accurate in quality assurance processes.**

**There are four faculties within Ulster:**

- Life and Health Sciences
- Arts, Humanities and Social Sciences
- Ulster Business School
- Computing, Engineering & the Built Environment

All courses in Ulster are within one of these faculties and your faculty representative will have in-depth training and knowledge of staff and issues within each faculty and will engage with faculty leaders and managers at the highest level alongside the VP for Education on your behalf. Each faculty has a number of schools within them, and within schools, courses. We have a voice in every level of these structures to ensure the student voice is heard loud and clear in partnership with University leaders.

4

Faculty Reps

32

School/Dept Reps

### SCHOOL/DEPARTMENT REPS

**Promote and communicate your role within UUSU and the University to all students within your School/ Department. School/ Department Reps are also central to the delivery of our student led Learning & Teaching Awards each year and form the final judging panel. Collaborate with University Departments to enhance student employability opportunities.**

Working in conjunction with our hundreds of course representatives, school reps – or department reps in the case of the Business School, raise issues specific to their school or a number of courses across all and any issues relating to how your educational needs are being met.

## Section Two

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### WHAT'S NEXT

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**So, you have decided that you want to nominate yourself for one of these roles. What's next?**

We always encourage you to read the detailed role descriptions which can be found at the end of this document in Appendix One to give yourself a better idea of the specific nature of each role and what is required should you be elected.

Once you have satisfied yourself that you are the best person for the role and you want to put your name in the ring, put one of our nominee information sessions in your diary, there will be one held for each campus and anyone thinking of nominating for any of the roles can attend to get general information about dates and processes, as well as the opportunity to ask staff who will run the elections any questions you might have.

#### **Eligibility**

To nominate for either a faculty rep or School/Dept rep position you must be a UU student during the next academic year (24/25).

**Right! You're definitely doing this.**

## NOMINATE YOURSELF

Nominating yourself could not be easier. There are no reams of paperwork to go through, you simply complete the process online at [uusuu.org](https://uusuu.org)

**Checklist** for nominations:



300-word max manifesto.



Poster is optional.  
PDF format



Profile photo ready to upload.  
PNG or JPG format



Design material (optional).

Step 1

Go to [uusuu.org](https://uusuu.org), mouse over **'VOICE'** and click **'Elections'** in the dropdown this will take you to [uusuu.org/student-voice/elections/](https://uusuu.org/student-voice/elections/)

Step 2

Click **'Nominate Yourself'** if you haven't already logged in, you'll be asked to do so. This login is the same as your Uni Portal login.

Step 3

Once logged in select the position you want to run for example:  
**School / Faculty or Officer post.**

Step 4

Once you have selected the position you will see **'Stand'** in yellow above it. Select and confirm your name and email address and to write a manifesto and tagline

Step 5

Once you have selected the position and confirmed name email manifesto etc click **'Confirm'**. Congratulations you are now a candidate.

If you have any problems, you should contact [elections@uusuu.org](mailto:elections@uusuu.org) and we can resolve.

# Campaigning

## YOUR ELECTION MATERIAL

**We aim to provide candidates with a limited amount of campaign material to support a presence on campus. We will also help prop your campaign with an arsenal of generic digital content for you to share.**

Firstly, you are required to create your own manifesto and a poster or leaflet sized graphic that we will distribute across UUSU social media and our website on your behalf. Please be careful with spelling as we will not be able to amend these for you.

We will create an individual suite of graphics for you that will include a graphic including the role you are running for, your name and a photo you provide for us, so please make sure you send one that is a good quality and that you would be happy for us to distribute.

We will also create a graphic for our website and social media of all those who are running for specific roles, so for example all those running for shool rep etc in one graphic.

Our website will also host your manifesto and graphics so you should feel free to direct people to it, and you can share any graphics that we have approved and that UUSU have created.

You can also, if you wish, set up social media pages to promote your campaign, these should be run within the social media guidelines we have provided at Appendix Two. If you are unsure of any issues you can contact Mark.

### **Remember:**

- **All your material should include the dates students can vote.**
- **They should tell people where to vote.**
- **Include your name and the role you are running for.**
- **Manifesto ideas will be offered at nominee information sessions.**



## Section Three

### VOTE DAYS

**We will have our website clearly demonstrating where and how to vote for polling days and students will be required to log in to vote – again using their UU credentials.**

We monitor the votes as they are cast in terms of coming from devices, we do not have access to any individual votes but we can identify if a large number of votes are being cast from one device.

Periodically we will update a page on our website showing in real-time the number of votes cast for each role and the profile of voters – for example how many from each faculty have voted etc.

It is unlikely that anyone logging in will have any problems casting a vote, but you should feel free to contact Mark with the B number of the student having difficulties or ask them to contact [elections@uusu.org](mailto:elections@uusu.org) themselves and we will work to resolve as quickly as possible.

### AFTER THE ELECTION

When the polls close, only one member of staff in the Union can access the results via software provided by our IT service. That member of staff will conduct the counting of votes electronically and note transfers and exclusions.

Our Marketing team will be sent the results of each contest and provide relevant graphics in an election result event held on the same night. We can provide full count sheets to candidates following the event if they request them.

The results will be made public only at that event held online and then published on [uusu.org](http://uusu.org) and across our social media alongside graphics declaring the winners in each contest.

## SUPPORT AVAILABLE

We understand that putting yourself forward for a contest can be challenging especially if this is your first time stepping into an election. Remember UUSU staff are available throughout the election process to help answer questions and signpost to support should you feel you need it.

We are available through the election process to signpost you to support should you feel you need it. We are available also for advice on processes, rules and ideas – for obvious reasons we will not engage in any campaign-specific conversations out of these circumstances and are totally independent.

### **Mark Francos**

Governance and Policy Coordinator  
[m.francos@ulster.ac.uk](mailto:m.francos@ulster.ac.uk)

## YOU GOT ELECTED!

### **So, you're a Faculty or School Dept/Rep!**

If you are elected to the role you have contested, congratulations! Relevant staff in the Student Voice team and across the organisation will meet with you to discuss the next steps to help you get to know the inner workings of the organisation and how your manifesto commitments can be implemented.



### SCHOOL/DEPARTMENT - ROLE DESCRIPTION

With over 800 course repsspanning campuses, faculties and online learners, this next level of student representation leads the student voice at a School or Department level. Having already gained experience as course rep, School/Department reps provide a broader view of the student experience at Ulster. They meet with staff and their Students' Union to progress issues past course level and pro-actively find resolutions and improvements to the student learning experience.

#### SUPPORTING YOU IN THE ROLE

Responsibility for the management, support and development of our rep structure and ensuring the student voice is heard, lies with your Students' Union. Your School or Department assigned student advocate will be your staff point of contact. As an additional level of support, we now have Faculty Reps in place. Using their previous experience as reps they have taken on the extra responsibility to represent the collective student voice for all students within their Faculty. These students will be an extra source of support and guidance for you. UUSU will work in partnership with your Head of School or Department and their team to ensure you are prepared and valued in the role.

#### WHAT IT INVOLVES

- Provide leadership and support for course representatives within your School/Department.
- Represent the student voice within your School/Department at the appropriate level.
- Promote and communicate your role within UUSU and the University to all students within your School/Department.
- School/Department Reps are also central to the delivery of our student led Learning & Teaching Awards each year and form the final judging panel.
- Collaborate with University Departments to enhance student employability opportunities.

#### TIME COMMITMENT

The time required for this role will vary depending on the size of your School/Department and the meetings which you are required to attend. You should still expect to give at least a minimum of one hour per week (approx. 30 hours per academic year) to the role allowing time for communication with reps, updating UUSU and liaising with the relevant staff in the University.

## FACULTY REP - ROLE DESCRIPTION

Our 800 course reps and 30 school/department reps volunteer to represent the student voice at Ulster. Faculty Reps provide the next platform of student representation, elected to convene the student voice at a higher level across their faculty. Having already gained experience as course rep or school/department rep, faculty reps represent the student voice at senior level committees with their full time UUSU Officer. This group of engaged students will also be involved in quality assurance mechanisms such as revalidation to ensure student opinion is relevant and accurate in this process.

### SUPPORTING YOU IN THE ROLE

Responsibility for the management, support and development of our rep structure and ensuring the student voice is heard, lies with your Students' Union. Your Associate Dean for Education will be your academic point of contact, working with you to ensure the best student experience possible within the Faculty

### WHAT IT INVOLVES

- Gather the wider views of the student population through liaising with your School/Department Reps.
- Provide leadership and support for School/Department Reps within your Faculty.
- Represent the student voice within your Faculty at the appropriate level.
- Enhancing the student academic experience by ensuring student opinion is relevant and accurate in quality assurance processes.
- Research and suggest improvements the student learning experience with your faculty.

### TIME COMMITMENT

As a guide, here is how we estimate the hours you need to be able to give to the role each semester

Revalidation Units x 1 each semester  
Enhancing the student academic experience by ensuring student opinion is relevant and accurate in this process 5

Faculty level informal feedback/meetings  
Facilitating and communicating student opinion and feedback to each Faculty team 6

UUSU informal feedback/meetings  
Facilitating communicating student opinion and feedback to student body through the student voice framework 4

Research time including:

- Meetings with Reps and staff
- Reports on each of the above key priorities.  
Issue tracking and feedback 5

## THE CODE OF CONDUCT FOR ELECTIONS

## Appendix Two

### AGREEMENT FOR THE CONDUCT OF ELECTION CAMPAIGNS WITH

### THE ULSTER UNIVERSITY STUDENTS' UNION (Nov 2019)

**Nominated Candidate's Name**

**In the Election for the position of**

agree to abide by the following regulations and communicate said Regulations to all individuals who by association are seen to be promoting our Election Campaign.

**(A proven breach of any Regulation will result in the Returning Officer disqualifying the Candidate).**

- 1** All candidates and their election teams are subject to the regulations stated in this Code of Conduct, UUSU Bye Laws and any UUSU or UU Good Relations policies.
- 2** No statements or representations can be made by the Candidate or his/her representatives to any press or media outlet with regard to any aspect of the election process of candidature without the written permission of the Returning Officer.
- 3** Contact details and telephone numbers, supplied by the Returning Officer, will remain confidential.
- 4** Candidates and their representatives will not employ the use of materials expressly disallowed by Union or UU estates guidance which will be issued to all candidates.
- 5** Candidates and their representatives will, at all times, conduct themselves in a manner that does not bring the Union or University into disrepute. Reference will be given to the UUSU Media guidelines.



*continued*

## THE CODE OF CONDUCT FOR ELECTIONS

- 6 During the Election Campaign period, Candidates and their representatives will not engage in any act or omission which infringes on the personal safety and well-being of other Election Candidates and their supporters including written, verbal, physical abuse and/or intimidation or which breaches published University and Union Regulations whether online or off-line.
- 7 The Candidate and their representatives will abide with all requests issued by the Returning Officer and/or Deputy Returning Officer in regard to any aspect of their Election activities/omissions or they will face disqualification.
- 8 The Candidate and their representatives will not cause obstruction to pedestrian or vehicular traffic, nor enter restricted areas surrounding information stations nor act in a manner which may threaten or restrict other students' personal space.

- 9 Returning Officer may disqualify or penalise candidates who violate or persistently transgress any of the regulations for the Conduct of Elections including the Agreement for the Conduct of Election Campaigns. The decision of the Returning Officer is final in regard to breaches of these rules.

[View electoral bye-laws here](#)

### SIGNED

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(CANDIDATE)

### WITNESSED BY

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(RETURNING OFFICER OR HIS/HER NOMINEE)

DATE

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